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Office Memorandum • UNITED STATES GOVERNMENT

TO : Acting Chief, P&C Staff, 00

FROM : Chief, Foreign Documents Division

SUBJECT: Effect of Reducing the T/O of FDD []

DATE: 17 September 1953

25X1A

REFER : Your memorandum dated 11 September 1953, Subject: Effect of a Reduced T/O to Conform to the Personnel Limitation of 11 August 1953

1. In general, because of the recent changes in the Soviet Union, the demands on the Division for more detailed information from press and periodicals, and especially for more basic research studies, are now approaching twice what they were at the time our T/O [] was established.

2. Overtime for the Division during the past year amounted to [] hours. It is expected that an increase of 25% over this figure will be necessary in order to compensate for the shortage of personnel in order to meet the most urgent consumer requirements.

3. The consequence of the personnel restriction by branch or activity is given below:

USSR Branch

This branch will be limited to servicing only specific requirements for current exploitation or translation and will not be in a position to accept any further requests calling for basic research projects.

Scientific and Technical Branch

a. A 20% reduction in production of information on the USSR in each of the following subjects: electronics, electric power engineering, industrial engineering, physics, and chemistry.

b. Production of information from non-periodic serials, books, and monographs will be cancelled.

c. Production of information from satellite scientific periodicals will be cancelled.

Eastern European Branch

a. There will be an approximate 33% reduction in exploitation of Bulgarian periodicals and provincial newspapers.

b. Exploitation of Polish newspapers and periodicals will be reduced 25%. Information from monographic material will be curtailed by approximately 25%.

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